



Office Assistant

Office Assistant

Bhopal - Madhya Pradesh

[← back](#)

[➤ Apply for this Opportunity](#)

Description

Establishment Details

Establishment Name	Red Rose Kinderkarten Society	Establishment Code	E04242300038
Establishment Type	Private Sector	Establishment Strength	550
Registration Type	Society	Working Days	6
Operating states	1		

Locations

Address Line 1	Berasia Road	Address Line 2	--
city	Bhopal	District	Bhopal
State	Madhya Pradesh	Pin Code	462001







Minimum Qualification Required

Qualification Type	Eligibility Criteria(Min. Qualification)	Minimum Qualification	Category/Sector	Specialization
Educational Qualification	--	8th	--	And pursuing continuous regular schooling

Course Details

Course Name	Office Assistant	Is NAPS	Yes
Sector	Management & Entrepreneurship and Professional Skills	Type	Optional
Duration	360 Days		

Overview

	Opportunity Name Office Assistant
	Number of Openings 10
	Stipend from ₹5,000.00 - ₹30,000.00
	Gender --
	Naps Benefit Yes
	Qualification Educational Qualification, 8th --

Acts and Guidelines

- [NAPS 2.0 Guidelines issued dated : 25-08-2023](#)
- [Apprentices Act 1961](#)
- [Apprenticeship Rule 1992](#)
- [Apprenticeship Rules \(Amendment\)-2019](#)
- [NAPS GuideLines](#)
- [Guidelines for framing Courses](#)
- [Guidelines for BTP](#)
- [Guidelines for TPA](#)
- [Variant for BTP eligibility](#)
- [SoP for Basic Training Partner registration under Designated Trade](#)
- [Gazette Notification regarding Apprenticeship \(Amendment\) Rules, 2024.Dated: 19th April, 2024](#)

Authorities and Framework

- [Authorities under Apprenticeship](#)
- [Role of Agencies](#)
- [Corrigendum of CAC Gazette Notification](#)
- [CAC Gazette Notification](#)
- [SSC's CEO as JAA](#)
- [SSC CEO & APPS SPOC](#)

Notices and Advisories

[National Apprenticeship Promotion Scheme \(NAPS\) Claim Payout Process - Designated Trade](#)

[SOP for Claims Verification Process by SSCs](#)

[Clarification on Reimbursement under NAPS](#)

[OM for category of Apprentices](#)

[Modalities for Apprentices as placed](#)

[SOP for NAPS Claims and Reimbursement](#)

[CSR funds utilization under Apprenticeship Act](#)

[NAPS Continuation OM dated 06-04-2020](#)

[SoP for Apprenticeship during COVID-19](#)

[DO on sending notifications to industries under Apprenticeship Act](#)

[Apprenticeship Promotion across Central Ministries and Departments.](#)

[Office Order on PM National Apprenticeship Mela \(PMNAM\)](#)

[Mapping of Establishment's account with MSDE's new Account No.](#)

[Request for Proposal \(RFP\) under Pradhan Mantri Kaushal Vikas Yojana 4.0 \(2023-24\).](#)

[Advisory and Frequently asked Questions \(FAQ\) Aadhaar - Based Payment Bridge System \(ABPS\)](#)

[SOP for TPA Name change](#)

Approved Courses

[Apprenticeship Courses](#)

[Apprenticeship Curriculum Template](#)

[Apprenticeship Curriculum Template-guidelines](#)

[Sample - Apprenticeship curriculum](#)

[Degree Apprenticeship Curriculum template](#)

[Degree Apprenticeship Curriculum Guidelines](#)

[Standard Operating Procedure \(SoP\) for seeking approval for Optional Trade Courses having duration Exceeding One Year](#)

Apprenticeship Examination

[Guidelines for Assessment under Optional Trades](#)

[Guidelines on Optional Trades Assessment Fee](#)

[Schedule of AITT 114](#)

[Revised Schedule of AITT 114](#)

[Schedule of AITT 115](#)

[Schedule of AITT 116](#)

[Schedule of AITT 117](#)

[Schedule of AITT 118](#)

